

All employees who are not represented by a union and their supervisors should complete this form.

Instructions:

Employee: Insert your name in the footer below and complete the “Employee” self-assessment sections (tan color) to document your most notable accomplishments and impact in this performance year. **Use of bullet points is strongly encouraged.** If certain sections are not applicable to you, leave them blank. For additional information, see the Guidance sheet available on the Performance Management website (click on “Performance Management” in the A-Z Index).

Supervisor: Complete the “Supervisor” sections (blue color) and provide a rating in the “Overall Rating” section. Provide evaluative comments on the employee’s overall performance, most notable accomplishments and impact, and areas for development and improvement, if any. **Use of bullet points is strongly encouraged.** For additional information, see the Guidance sheet available on the Performance Management website.

Name:	Marie XXX	Division/Dept:	XXX
Employee ID:	XXXXXXX	Job code:	XXX
Job title:	Administrative Specialist	Date prepared:	June 10, 2017
Supervisor:	Mark XXX		
Period covered from:	July 1, 2016	Period covered to:	June 30, 2017

For Performance Year Being Reviewed

1a. Employee Goals

Employee: List the goals you needed to accomplish in this performance year, including:

- **Performance goals:** position expectations and goals
- **Job development goals:** skills or development needed in order to achieve performance goals
- **Career development goals:** broader goals for your long-term learning and growth (optional)

Performance goals:

- Oversee collection and entry of data generated by field staff and received from laboratories; ensure data collected is accurate and complete.
- Manage and analyze data, including preparation of tables and graphs.
- Assist program leaders with interpretation and presentation of data.
- Prepare annual data volume report and tables by [date].

Job development goals:

- Take online time management course; apply skills learned to improve time management.

1b. Employee Goals

Supervisor: Indicate whether you agree with the goals listed for this performance year. Provide input or list additional goals as needed.

I agree with Marie’s list of goals. In addition, I asked her to take on two special data analysis projects for Division Directors during the year.

Employee ---- Marie XXX

2a. Performance Summary

Employee: Describe your most significant accomplishments and impact in relation to your performance goals. Also describe improvements you made on any performance issues that you and your supervisor discussed this year.

The following accomplishments contributed to our group goal of delivering accurate, timely and meaningful reports to the Divisions:

- Regularly communicated with field staff to ensure that data was received on time, reviewed deliverables for quality, and uploaded files into our data management system in a timely manner.
- Met all deadlines for reports and prepared the necessary tables and graphs, including special requests.
- Completed the annual data volume report and tables one week in advance.
- Worked with XXX and XXX to help them prepare for Division management presentations. I received feedback from both of them that my input helped them to better understand the data and my tables and graphs were very effective.
- Took the time management course and applied what I learned to improve how I track projects and respond to emails. This is saving me several hours a week, which has helped me to meet our report deadlines.

2b. Performance Summary

Supervisor: Evaluate the employee's performance, top achievements, and areas for development including:

- Overall statement on the employee's performance this year, particularly in relation to goals.
- Four to six most significant accomplishments and impact.
- Improvements made on any performance issues that you and the employee discussed this year, and the most critical areas to focus on for the coming year.

Marie has made a valuable contribution that has helped our group to meet its goal of delivering accurate, timely and meaningful reports to the Divisions.

I agree with the accomplishments that Marie listed. I also would like to note that:

- Her attention to detail has helped to identify and eliminate potential errors on reports.
- Her productivity, level of dedication and responsiveness were very helpful when new department responsibilities were added last year. She was able to absorb the work without our having to add an FTE.
- She took the initiative to develop a data quality review form for field staff. Since she developed the form, the quantity of analytical errors in field reports has dropped from XX to XX.

During the year, Marie and I discussed the following areas where her performance could be improved:

- We went through several rounds of revisions on the annual data volume report and tables to ensure the data and analysis met management needs. In the future, I would like to see her produce these reports with minimal oversight.
- Her analysis summaries for Division Directors needed some editing and revising. In the future, I would like her to spend extra time reviewing these summaries before submitting them to me, so that minimal changes are needed.
- Taking courses in database/computer skills will help Marie make a higher-level contribution by providing critical data analysis that is focused more to the needs and considerations of management and would require less of my time working through revisions. These developmental improvements will also contribute to skills that will be needed to succeed in her data collection and entry process improvement goal for next year. This will also help her to achieve the career development goals she has listed for next year.
- In addition, I recently asked Marie's peers for feedback on her potential areas for development, and several indicated that her meeting management skills need some improvement, especially regarding keeping meetings on track and noting action items and responsibilities at the end. See her job development goals for specific actions I'd like her to take on this.

Employee ---- Marie XXX

3a. Areas of Strength Employee: List several of your most valuable strengths.	4a. Areas for Development (or Improvement) Employee: List several areas where you need further development.
<ul style="list-style-type: none"> • Responsive • Enthusiastic • Reliable 	<ul style="list-style-type: none"> • Communication skills • Database management
3b. Areas of Strength Supervisor: Indicate whether you agree and add your own perspective.	4b. Areas for Development (or Improvement) Supervisor: Indicate whether you agree and add your own perspective.
I agree with Marie's list and would like to add: <ul style="list-style-type: none"> • Very conscientious and detail oriented • Open to/interested in developing new skills • High level of dedication and discipline in performing work • Very responsive to special requests 	I agree with Marie's list and would like to add: <ul style="list-style-type: none"> • Further develop communication skills, particularly in the area of meeting facilitation, in order to take on more complex assignments that require conducting meetings with field staff. • Further develop database and computer skills for enhanced creativity in displaying data and charts that are meaningful to Division management and the DOE.
5a. Safety Employee: Describe your efforts this year to enable a positive safety culture at work and to protect yourself, team, division, Laboratory and public. Include accomplishments related to identification, evaluation, control, prevention, and/or mitigation of potential hazards. Also indicate if you participated in any of the Laboratory's opportunities to improve safety (e.g., Division/Laboratory Safety Committee, "safety minute" presentations in meetings, ergonomic advocate program, fire extinguisher use and/or first aid training, employee volunteer responder programs such as Building Emergency Team (BET) and Community Emergency Response Team (CERT)).	
I maintained my Job Hazards Questionnaire, took required safety training, and also took the WorkSmart Ergonomics course last February. Through my training, I learned how to make some changes that eliminated the ergonomics issues I was experiencing.	
5b. Safety Supervisor: Indicate whether you agree and whether the employee has met your expectations for safety. Add comments if necessary.	
I agree with Marie's comments. She applied what she learned in the WorkSmart Ergonomics course to identify ergonomics issues and take corrective actions.	
6a. Diversity and Inclusion Employee: Describe how you contributed to and/or participated in diversity and inclusion activities in your Division or for the Laboratory. Some examples may be (but are not limited to): ensured staff/everyone in meeting had opportunity to share his/her perspective; solicited diverse perspectives on issue from staff/others; attended a job fair, diversity conference or event; participated in a diversity council, focus group, implicit bias training, selection committee, Employee Resource Group; etc.	
Participating on XXX committee allowed me to be active in supporting Diversity in the Lab.	
6b. Diversity and Inclusion Supervisor: Indicate whether you agree and/or provide evaluative comments.	
I agree with Marie's comments regarding the committee.	

Employee ---- Marie XXX

7a. Supervisory/Host Responsibility	
Employee: If applicable, indicate the number of individuals you directly supervise or host in each category.	
	Postdoctoral fellows and scientists
	Research associates and technicians, etc.
	Graduate students
	Affiliates (Guests)
	Supervisors
	Operations and administrative employees
7b. Supervisory/Host Performance	
Employee: If applicable, summarize your performance as a supervisor. Include your efforts: to ensure that employee performance and conduct adhere to applicable requirements and policies, and to encourage employee development.	
7c. Supervisory/Host Performance	
Supervisor: If applicable, indicate whether you agree and/or provide evaluative comments.	
8a. Laboratory, Professional and Community Service	
Employee: Briefly describe your laboratory/university/professional/community service and/or committee work.	
Coordinating the fundraising campaign for XXX charity gave me more experience with negotiating and meeting management. I have applied what I've learned to interacting with field staff members when issues come up.	
8b. Laboratory, Professional and Community Service	
Supervisor: Indicate whether you agree and/or provide evaluative comments.	
I agree with Marie's comments regarding the fundraising campaign.	
9a. Publications, Reports	
Employee: If applicable, list in order of significance, and cite only items not submitted on previous self-assessments	
<ul style="list-style-type: none"> Order of citation information: author(s), year, title, journal, DOI 	
Journal Articles: Published, Accepted, or In Press (include DOI):	
Journal Articles: Submitted, In review, etc.:	
Other published works (e.g. book chapters, published reports, etc.):	
9b. Publications, Reports	
Supervisor: If applicable, provide evaluative comments on the employee's accomplishments, and identify areas for improvement.	

Employee ---- Marie XXX

10a. Invited Talks and Conferences**Employee:** If applicable, list invited talks and conferences in this performance year.

- **Order of citation information:** author(s), year, title, meeting/conference name, date(s)

Invited, keynote or plenary presentation (at nationally/internationally recognized professional scientific meetings/forums, as a university distinguished seminar, etc.)

Contributed oral or poster presentation at professional scientific meetings or forums

10b. Invited Talks and Conferences**Supervisor:** If applicable, provide evaluative comments.**11a. Proposals Funded or Submitted, and Active Projects:****Employee:** If applicable, list proposals funded or submitted, and current projects which received funding during this review period. This includes projects where you have financial oversight, however may not be the PI (add more rows, if necessary).

Type of Proposal	Sponsor	Annual Amount You Manage	Role in Project PI/Co-PI /Senior Personnel	Funded (F) or Submitted (S) or Ongoing (O)

11b. Proposals Funded or Submitted**Supervisor:** If applicable, provide evaluative comments on the impact of the funded proposals.**12a. Knowledge and Technology Transfer****Employee:** If applicable, cite accomplishments in the following areas that have occurred during this review period. Cite only those not submitted on previous self assessment.

- Knowledge and/or technology transfer accomplishments, such as intellectual property, patents, software releases etc. Describe significance of top accomplishment/s.

12b. Knowledge and Technology Transfer**Supervisor:** If applicable, provide evaluative comments on the employee's accomplishments, and identify areas for improvement.**13a. Awards and Honors****Employee:** If applicable, provide award name and brief description, including how selection was made.

Employee ---- Marie XXX

13b. Awards and Honors

Supervisor: If applicable, provide evaluative comments on the importance of these accomplishments.

For Next Performance Year

14a. Employee Goals

Employee:

List your recommended goals for the next performance year, including:

- **Performance goals:** position expectations and goals
- **Job development goals:** skills or development needed in order to achieve performance goals
- **Career development goals:** broader goals for your long-term learning and growth (optional)

See Next Steps below for directions on how to submit at pmp.lbl.gov.

Performance goals:

- Prepare annual data volume report and tables by November 1.
- Revise figures in quarterly and annual reports as needed.

Job development goals:

- Develop communications skills by taking training courses.

Career development goals:

- Take on more complex assignments in my current job that will increase my understanding of database management.
- Talk with database managers who have successfully balanced the demands of moving into a management position and raising young children.
- Network with successful database managers to explore whether an advanced degree will be needed to reach my overall career goal and to identify any other skills or experiences I will need.
- Begin taking courses toward a bachelor's degree in database management.
- Find a mentor who I can meet with regularly to discuss my progress on my career development plan.

14b. Employee Goals

Supervisor: Indicate whether you agree with the goals listed, and/or add or revise goals as needed.

I agree with the goals Marie listed on her Self Assessment. I would like to add the following:

Performance goals:

- Launch a process improvement initiative to improve the response time for data collection and entry. Complete the planning and assessment phases of initiative this year.
- Create and prepare annual data volume report and tables by November 1 with minimal oversight and editing by supervisor and management.

Job development goals:

- Improve meeting management skills by taking online meeting facilitation skills course and reading *The Art and Power of Facilitation*, both available through SkillSoft online learning on the BLI website.
- Improve data analysis and presentation skills by taking advanced or self-study classes in database and data displays.

Career development goals:

- Support a PI with the management of a research database to broaden her database experience relative to science.

15. Laboratory, Division or Group Goals

Supervisor: List the broader institution and/or research goals the employee needs to support in the next

Employee ---- Marie XXX

performance year, if available and relevant to the employee's job.

See Next Steps below for directions on how to submit at pmp.lbl.gov.

Group Goal:

Deliver accurate, timely and meaningful reports to the Divisions.

Employee ---- Marie XXX